

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 20
COUNTY AND MUNICIPAL GOVERNMENTS
LOCAL HEALTH DEPARTMENTS
HEALTH / MEDICAL RECORDS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE March 24, 2008

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1913 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes previous versions of GS-20 and replaces all versions of GS-601. This schedule applies to all local health departments and all locality owned health or medical facilities including hospitals and nursing homes.

Admission Register

This series documents admissions to a locality health facility as an in-patient.

005303

Retain 75 years after last entry then destroy in compliance with No. 8 on schedule cover page.

Animal Bite/Quarantine Records - Reference Copies

This series documents the reporting of animal bites and responses to reports. *Code of Virginia*, §§ 32.1-48.1 through 4

005304

Retain 3 years after receipt then destroy in compliance with No. 8 on schedule cover page.

Animal Bite/Quarantine Records - Record Copies - No Treatment

This series documents the reporting of animal bites and responses to reports when no medical treatment was involved. *Code of Virginia*, §§ 32.1-48.1 through 4

005305

Retain 3 years then destroy in compliance with No. 8 on schedule cover page.

Animal Bite/Quarantine Records - Record Copies - Treatment

This series documents the reporting of animal bites and responses to reports when medical treatment at the local health department was involved. *Code of Virginia*, §§ 32.1-48.1 through 4

Transfer to patient medical records.

Animal Head Test Results

This series documents the performance of animal head tests on suspected rabid animals. *Code of Virginia*, §§ 32.1-48.1 through 4

005306

Retain 3 years after receipt then destroy.



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<u>Appointment Books or Logs</u> This series documents the scheduling and completion of in-house appointments and the scheduling of outside referral appointments.	005307	Retain until data entered in VISION database then destroy in compliance with No. 8 on schedule cover page.
<u>Baby/Infant Care Records (Non-medical)</u> This series documents services and counseling provided for infants.	005308	Retain 3 years after last entry in folder then destroy in compliance with No. 8 on schedule cover page.
<u>Children or Youth Program Records (Non-Medical)</u> This series documents the administration and/or support of children or youth programs. Includes children's specialty services. <i>Code of Virginia</i> , § 32.1-77	005309	Retain 5 years after end of calendar year then destroy in compliance with No. 8 on schedule cover page.
<u>Citizen Complaint Files</u> This series documents the receipt of and response to citizen complaints.	005310	Retain 6 years after last action then destroy in compliance with No. 8 on schedule cover page. 45CFR164.530 (j)(1)(iii) and 45CFR164.530 (j)(2)
<u>Communicable Disease Program Administration Records</u> This series documents the reporting, tracking, and resolution of possible communicable disease problems. <i>Code of Virginia</i> , § 32.1-39 through 45	005311	Retain 5 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Directives - Reference Copies</u> This series documents the issue of a directive by competent authority to subordinate units.	005312	Retain 6 years after directive is last in effect then destroy. 45CFR164.530 (j)(1)(iii) and 45CFR164.530 (j)(2)
<u>Directives - Record Copy</u> This series documents the issue of a directive by the local director or board.	005313	Retain 6 years after directive is last in effect then destroy. 45CFR164.530 (j)(1)(iii) and 45CFR64.530 (j)(2)
<u>Electrocardiograms (EKGs) - Reports, Lab/Clinic Copy</u> This series documents the performance and results of EKGs.	005314	Retain 5 years after testing then destroy in compliance with No. 8 on schedule cover page.



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<u>Electrocardiograms (EKGs) - Reports, Record Copy</u> This series documents the performance and results of EKGs.		Transfer to patient medical records.
<u>Electrocardiograms (EKGs) - Tracings</u> This series consists of tracings and/or images produced by EKGs.	005315	Retain 5 years after testing then destroy in compliance with No. 8 on schedule cover page.
<u>Employee Exposure Records</u> This series documents employee histories of exposure to hazardous materials. Refer to 29CFR1910.1200	005316	Retain 30 years after end of employment then destroy in compliance with No. 8 on schedule cover page. 29CFR1910.1020(d)(1)(ii)
<u>Employee Health Records</u> This series documents treatment given by locality medical, dental, or psychological staff.		Refer to records series 005349, "Patient Medical Records - Employee Health Records."
<u>Environmental Health Complaint Files</u> This series documents the receipt of and response to environmental health complaints. <i>Code of Virginia</i> , § 32.1-2 et seq.	005317	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.
<u>Environmental Health Inspection Files</u> This series documents the inspection of facilities or areas for environmental health hazards and documents responses, if any. <i>Code of Virginia</i> , § 32.1-2 et seq.	005318	Retain 3 years after last action then destroy.
<u>Environmental Testing Records</u> This series documents the request, completion, and results of environmental testing.	005319	Retain 3 years after receipt of results then destroy.
<u>Equipment Sterilization Records</u> This series documents the in-house sterilization of supplies and equipment and/or the receipt, control, and distribution of sterilized supplies and equipment.	005320	Retain 2 years after issued for use then destroy.



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<u>Family Planning Records (Non-medical)</u> This series documents the counseling, training, referrals, and other interactions with eligible pre-conception individuals.	015082	Retain 5 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Federal Grant Files - Administrative</u> This series documents the implementation and administration of federal grants. Refer to OMB Circular A-102.	005321	Retain 3 years after submission of final expenditure report for grant cycle or in accordance with grant terms, whichever is greater, then destroy in compliance with No. 8 on the schedule cover page.
<u>Food Handlers' Permits</u> This series documents the issuance of food handlers' permits and the routine inspection of permittees. <i>Code of Virginia</i> , § 15.2-1109	005322	Retain 5 years after permit expiration then destroy in compliance with No. 8 on schedule cover page.
<u>Hazardous Waste Records</u> This series documents the collection and disposal of hazardous wastes, including biological and chemical. 9VAC20-60-305	005323	Retain 75 years then destroy.
<u>Health Histories - No Treatment</u> This series documents the creation or receipt of health histories when no treatment is given by medical staff. Includes histories not included in a related case folder.	005324	Retain 6 years after creation or receipt then destroy in compliance with No. 8 on schedule cover page. 45CFR64.528(a)
<u>Home Health Administration Records</u> This series documents the operation of the home health program.	005325	Retain 5 years after end of file year then destroy.
<u>Home Health Patient Folders (Non-medical)</u> This series documents the history of home health contacts with specific patients.	005295	Retain 6 years after last contact then destroy in compliance with No. 8 on schedule cover page. 45CFR164.528(a)



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<u>Immigrant/Alien Records</u> This series documents certification of eligibility for treatment of immigrants and aliens and serves as a record of contacts. Refer to 8USC1621	005326	Retain 5 years after last contact then destroy in compliance with No. 8 on schedule cover page.
<u>Immunization Records - Adults</u> This series documents the history of immunizations given to individuals when not included as part of a patient medical record. <i>Code of Virginia</i> , § 32.1-46	005327	Retain 10 years after last immunization then destroy in compliance with No. 8 on schedule cover page.
<u>Immunization Records - Minors</u> This series documents the history of immunizations given to individuals when not included as part of a patient medical record. <i>Code of Virginia</i> , § 32.1-46	015081	Retain 5 years after age of majority or 10 years after last immunization, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Immunization Records - Logs</u> This series documents the record of immunizations given daily and may also serve as an appointment log.	005328	Retain until data entered in VISION database then destroy in compliance with No. 8 on schedule cover page.
<u>Incident Reports - Adults</u> This series documents the internal reporting of incidents and responses to reports.	005329	Retain 3 years after last action then destroy.
<u>Incident Reports – Minors</u> This series documents the internal reporting of incidents and responses to reports.	005330	Retain 3 years after attaining age of majority then destroy.
<u>Incident Reports - Non-Patient</u> This series documents the internal reporting of incidents and responses to reports.	005331	Retain 3 years after last action then destroy.



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<u>Laboratory Records - Calibration Records</u> This series documents the routine calibration of laboratory equipment.	005332	Retain 2 years after next calibration then destroy.
<u>Laboratory Records - Equipment Maintenance Records</u> This series documents the routine maintenance and repair of laboratory equipment.	005333	Retain 3 years after last action then destroy.
<u>Laboratory Records - Lab/Pathology Reports - Lab Copies</u> This series documents the requesting, performance, and results of various laboratory tests for tests not otherwise listed elsewhere on this schedule.	005334	Retain 6 years after report completed then destroy in compliance with No. 8 on schedule cover page. 45CFR64.528(a)
<u>Laboratory Records - Lab/Pathology Reports - Record Copy</u> This series documents the requesting, performance, and results of various laboratory tests for tests not otherwise listed elsewhere on this schedule.		Transfer to patient medical record and/or appropriate case file if not patient specific.
<u>Laboratory Records - Logs</u> This series documents the receipt and processing of requests for testing.	005335	Retain 2 years after last entry then destroy in compliance with No. 8 on schedule cover page.
<u>Laboratory Records - Quality Control Reports</u> This series documents the monitoring of staff, equipment, and procedure effectiveness.	005336	Retain 2 years after report date then destroy.
<u>Laboratory Records - Summaries, Statistics and Other Records</u> This series documents the routine administration of the laboratory and includes workflow records, summaries, statistics, and administrative reports.	005337	Retain 3 years after preparation then destroy.



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<u>Lead Abatement Program Records</u> This series documents any reports of lead contamination or sources and subsequent actions, if any. 24CFR35.1300 through 1355	005338	Retain 75 years after last action then destroy.
<u>Legal Opinions</u> This series documents legal opinions specifically requested and furnished to the locality health facility.	005339	Retain 75 years then destroy.
<u>Master Patient Index (MPI) or Database</u> This series documents the abbreviated history of patient contacts and is used for identification purposes.	005340	Retain data until entered into Department of Health central database or 50 years if not entered; then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Milk Inspection Records</u> This series documents the routine inspection, testing, and/or certification of milk or milk products.	005341	Retain 3 years after last action then destroy.
<u>Medicare/Medicaid Administration Records</u> This series documents the routine administration of the Medicare/Medicaid programs. 42CFR430.0 to 25	005342	Retain 5 years after end of fiscal year then destroy. 42CFR498.20
<u>Medicare/Medicaid Financial Records</u> This series documents Medicare/Medicaid billings, requests, reimbursements, and other financial records. 42CFR430.0-25	005343	Retain 5 years after reimbursement or until audited, whichever is greater, then destroy in compliance with No. 8 on schedule cover page. 42CFR431.17
<u>Medicare/Medicaid Patient Histories - (Non-medical)</u> This series documents the history of contacts with Medicare/Medicaid patients. 42CFR430.0 to 25	012513	Retain 5 years after last contact then destroy in compliance with No. 8 on schedule cover page. 42CFR498.20



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<u>Nursing/Clinic Logs</u> This series documents the routine activities of nursing and clinic staff and makes record of special circumstances to alert other staff.	005344	Retain until data entered in VISION database then destroy in compliance with No. 8 on schedule cover page.
<u>Nursing Home Pre-Admission Screenings</u> This series documents the local health department's participation in pre-admission screenings conducted prior to admissions to nursing homes.	005345	Retain 6 years after completion of screening then destroy in compliance with No. 8 on schedule cover page. 45CFR164.528(a)
<u>Occupational License Files</u> This series documents staff certification to perform specific medical functions.	005346	Retain 1 year after license expiration and/or employee departure then destroy.
<u>Over-the-Counter Dispensing Records</u> This series documents and controls the issue of non-prescription, non-controlled, over-the-counter medications, and minor first aid supplies by staff.	005347	Retain 2 years after last entry or action then destroy in compliance with No. 8 on schedule cover page.
<u>Patient Medical/Dental Records - Adults</u> This series documents the treatment history of patients receiving locality medical services and not falling in another category on this schedule.	012504	Retain 6 years after last treatment then destroy in compliance with No. 8 on schedule cover page. 18VAC85-20-26
<i>Defunct Series</i> <u>Patient Medical/Dental Records – Deceased</u> This series documents the treatment history of patients, now deceased, who have received locality medical services	005348	Retain 5 years after death or 10 years after last treatment, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Patient Medical/Dental Records - Employee Records</u> This series documents the treatment history of patients receiving locality medical services.	005349	Retain 30 years after employee departure then destroy in compliance with No. 8 on schedule cover page. 29CFR1910.1020



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RECORDS SERIES AND DESCRIPTION

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Defunct SeriesPatient Medical/Dental Records - Legally Incompetent

This series documents the treatment history of patients receiving locality medical services when the patient is known to be legally incompetent.

005350

Retain 5 years after death, or declared legally competent, or 10 years after last treatment, whichever is greater; then destroy in compliance with No. 8 on schedule cover page.

Patient Medical/Dental Records - Minors

This series documents the treatment history of patients receiving locality medical services when the last treatment was before the age of 18.

012503

Retain until minor reaches age of majority or becomes emancipated, with a minimum retention of 6 years from the last patient encounter, regardless of age of minor; then destroy in compliance with No. 8 on the schedule cover page.
18VAC85-20-26

Permit/Certificate Review Files

This series documents staff participation in any permit process not specified elsewhere on this schedule when the local health department does not have final approval authority. Series includes permit applications, inspections, correspondence, and other supporting documentation. Includes but is not limited to: milk production, shellfish certification, and medical facility certification.

005351

Retain 2 years after last staff action then destroy.

Personal Care Records

This series documents the performance of personal care hygiene training or counseling.

005352

Retain 5 years after last contact then destroy in compliance with No. 8 on schedule cover page.

Pharmacy/Drug Records - Drug/Controlled Items Accounting Cards

This series documents the history, status, and on-hand balance of drugs and other medical supplies issued by the pharmacy or from stocks under the control of nursing staff.

005353

Retain 2 years after zero balance, last entry, and creation of a new card then destroy in compliance with No. 8 on schedule cover page. 21CFR1304.04



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<u>Pharmacy/Drug Records - Drug/Controlled Items Destruction Cards</u> This series serves as evidence of the witnessed destruction of drugs or other controlled items.	005354	Retain 2 years after destruction date then destroy. 21CFR1304.04
<u>Pharmacy/Drug Records - Drug/Controlled Items Inventories</u> This series documents the periodic inventory of drugs, controlled items, and other pharmacy and/or nursing stocks.	005355	Retain 2 years after inventory completed then destroy. 21CFR1304.04
<u>Pharmacy/Drug Records - Drug Controlled Items Requisitions and Bulk Distributions</u> This series documents the requisitioning or replenishment of drugs, controlled items, and other pharmacy stocks and bulk distribution of items within the system.	005356	Retain 5 years after receipt or distribution then destroy.
<u>Pharmacy/Drug Records - Logs</u> This series of logs is used to control the internal workflow of a pharmacy.	005357	Retain 2 years after last entry then destroy. 21CFR1304.04
<u>Pharmacy/Drug Records - Prescriptions - Lab Copy</u> This series documents the receipt, filling, and issue of individual prescriptions.	005358	Retain 2 years after issue then destroy in compliance with No. 8 on schedule cover page. 21CFR1304.04
<u>Pharmacy/Drug Records - Prescriptions - Requestor's Copy</u> This series documents the receipt, filling, and issue of individual prescriptions.	005359	Attached to and returned with filled prescription. Destroy in compliance with No. 8 on schedule cover page after prescription dispensed to patient. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Pharmacy/Drug Records - Summaries, Statistics and Other Records</u> This series documents the routine administration of the pharmacy and includes workflow records, summaries, statistics, and administrative reports.	005360	Retain 3 years after end of reporting year then destroy.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Prenatal Care Folders (Non-medical)</u> This series documents the counseling, training, referrals, and other interactions with expectant families.	005361	Retain 5 years after last visit then destroy in compliance with No. 8 on schedule cover page.
<u>Pollen/Mold Spore/Pollution Count Records</u> This series documents the performance or receipt of pollen/mold spore or pollution count tests or advisories and documents any public warnings issued.	005362	Retain 1 year after end of reporting year then destroy.
<u>Pulmonary Function Testing - Report - Lab Copy</u> This series documents the requesting, completion, and evaluation of pulmonary function tests.	005363	Retain 2 years then destroy in compliance with No. 8 on schedule cover page.
<u>Pulmonary Function Testing - Report - Record Copy</u> This series documents the requesting, completion, and evaluation of pulmonary function tests.		Transfer to patient medical record.
<u>Pulmonary Function Testing - Report - Tracings, Printouts or Other Recordings</u> This series documents the requesting, completion, and evaluation of pulmonary function tests.	005364	Retain 5 years after test completion then destroy in compliance with No. 8 on schedule cover page.
<u>Radiology Records - Reports, Original</u> This series documents the performance of diagnostic testing done at radiology facility. Includes, but is not limited to, x-rays, CT scans, MRIs, and ultrasounds.		Transfer to patient medical record.
<u>Radiology Records - Reports, Radiology Copy</u> This series documents the performance of diagnostic testing done at radiology facility. Includes, but is not limited to, x-rays, CT scans, MRIs, and ultrasounds.	005365	Retain 5 years after test completion then destroy in compliance with No. 8 on schedule cover page.



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<u>Radiology Records - Summaries, Statistics and Other Records</u> This series documents the routine administration of the radiology department and includes and workflow records, summaries, statistics, and administrative reports.	005366	Retain 3 years then destroy.
<u>Radiology Records - X-rays, Tracings, Printouts, Recordings or Other Detailed Test Results</u> This series documents the performance of diagnostic testing done at radiology facility. Includes, but is not limited to, x-rays, CT scans, MRIs, and ultrasounds.	005367	Retain 5 years after test completion then destroy in compliance with No. 8 on schedule cover page.
<u>Refugee Resettlement Program Records</u> This series documents staff participation in the refugee resettlement program. 45CFR400.90 through 107	005368	Retain 5 years after last action then destroy.
<u>Sanitation Reports, Surveys and Inspections</u> This series documents the actions not listed elsewhere on this schedule of the sanitarian or other staff members in the area of public sanitation and or public health.	005369	Retain 3 years after last action then destroy.
<u>School Health Administrative Files</u> This series documents the routine (non-medical) administration of school health clinics and includes any administrative record not listed elsewhere on this schedule.	005370	Retain 5 years after end of school year then destroy in compliance with No. 8 on schedule cover page.
<u>School Visit Records</u> This series documents administration and performance of staff visits to schools for training, public education, health screening, and other duties. Includes records not listed elsewhere on this schedule, e.g.; logs, ledgers, and diaries.	005371	Retain 5 year after end of school year then destroy in compliance with No. 8 on schedule cover page.



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<u>Seniors Programs (Non-medical)</u> This series documents staff participation in various seniors programs, including SEVAMP. Series includes, but is not limited to, contact records, training programs, health screenings, immunization clinics, and day care and nursing home placement.	005372	Retain 5 years after end of year then destroy in compliance with No. 8 on schedule cover page.
<u>Sewage Treatment Facility Permits</u> This series documents staff participation in the permitting process. Series may include applications, evaluations, inspections, correspondence, permits, and other supporting documentation. <i>Code of Virginia</i> , § 62.1-44.19	005373	Retain 75 years then destroy.
<u>Solid Waste Disposal Files</u> This series documents the disposal of solid waste generated by the facility.	005374	Retain 3 years then destroy.
<u>Statistical Data or Reports</u> This series includes statistical data or reports not listed in other series on the schedule.	005375	Retain 3 years then destroy.
<u>Suspense Tickets</u> This series is used to alert staff to upcoming events, deadlines, or appointments. This series includes no action documents.	005376	Retain until event occurs, is canceled, or rescheduled then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Tuberculosis Screening Records - Adults, Class 0, No TB Exposure, Not Infected</u> This series documents the initial risk assessment of citizens for possible tubercular infections. Includes skin test results and contact histories. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005377	Retain 10 years after last testing then destroy in compliance with No. 8 on schedule cover page.



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<u>Tuberculosis Screening Records – Minors</u> This series documents the initial risk assessment of citizens for possible tubercular infections. Includes skin test results and contact histories. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005378	Retain 5 years after age of majority or 10 years after last treatment, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Tuberculosis Testing Records - Latent Infection (LTBI) - No Disease</u> This series includes further testing by x-ray of persons having a positive reaction to an initial tuberculosis screening. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005379	Retain 10 years after test evaluation then destroy.
<u>Tuberculosis Testing Records - Negative X-rays</u> This series includes further testing by x-ray of persons having a positive reaction to an initial tuberculosis screening. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005380	Retain 10 years after test evaluation then destroy.
<u>Tuberculosis Testing Records - TB Current and Not Clinically Active</u> This series includes further testing by x-ray of persons having a positive reaction to an initial tuberculosis screening. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005381	Retain 20 years after test evaluation then destroy.
<u>Tuberculosis Treatment Records - Class I Positives - Adults</u> This series includes records of treatment for persons having a positive x-ray for tuberculosis infection. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005382	Retain 10 years after last treatment then destroy in compliance with No. 8 on schedule cover page.
<u>Tuberculosis Treatment Records - Latent TB Infection (LTBI) - Adults</u> This series includes records of treatment for persons having a positive x-ray for tuberculosis infection. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005383	Retain 20 years after last treatment or 10 years after recommendation to not treat then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 20

COUNTY AND MUNICIPAL GOVERNMENTS

LOCAL HEALTH DEPARTMENTS

HEALTH / MEDICAL RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Tuberculosis Treatment Records - Latent TB Infection (LTBI) – Minors</u> This series includes records of treatment for persons having a positive x-ray for tuberculosis infection. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005384	Retain 5 years after age of majority or 10 years after last treatment, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Tuberculosis Treatment Records - TB Current and Not Clinically Active</u> This series includes records of treatment for persons having a positive x-ray for tuberculosis infection. <i>Code of Virginia</i> , §§ 32.1-49 through 54	005385	Retain 20 years after last treatment then destroy in compliance with No. 8 on schedule cover page.
<u>Vital Records Program - Original Birth or Death Certificates</u> This series documents filing of Vital Records. State Registrar of Vital Statistics maintains these records permanently.		File with State Registrar of Vital Statistics. <i>Code of Virginia</i> , §§ 32.1-257 and 263
<u>Vital Records Program – Copies of Death Certificates</u> This series includes copies of death certificates kept by local health departments.	005386	Retain copy for 5 years then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 form) not required.
<u>Water Testing Records</u> This series documents the testing of water samples collected by staff or submitted for testing.	005387	Retain 1 year after report completed then destroy.
<u>Water Treatment Facility Permits</u> This series documents staff participation in the permitting process. Series may include applications, evaluations, inspections, correspondence, permits, and other supporting documentation.	005388	Retain until renewed or 75 years then destroy.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Women's, Infant's and Children's (WIC) Client Records</u> This series documents staff participation in the program to provide nutritional support and supplements through the WIC program. 7CFR246.1	015077	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Women's, Infant's and Children's (WIC) Program Records</u> This series documents staff participation in the program to provide nutritional support and supplements through the WIC program. 7CFR246.1	005389	Retain 3 years after submission of final report then destroy in compliance with No. 8 on schedule cover page. 7CFR246.25